



AUGUST 18, 2021
REQUEST FOR PROPOSALS
Comprehensive Classification & Compensation Study
RFP #22-015

The City of Albany, Procurement Division, Suite 260, 222 Pine Avenue, Albany, Georgia 31701 will receive Sealed Proposals from qualified firms until **5:00 P.M., on September 20, 2021** for a contract to provide a Comprehensive Classification and Compensation Study for the Dougherty County Human Resources Department.

A **Pre-Proposal Conference** will be held **September 1, 2021 at 10:00 a.m.** at the Government Building on 222 Pine Avenue Suite 260 Albany, GA 31701. All interested proposers are strongly encouraged to attend. We also have Teleconference Capability to ensure all interested parties have an opportunity to be involved in the meeting. **See page 10 for conference call instructions.**

Dougherty County strongly encourages Small Business firms to participate in this RFP. All corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation and listing of the principles of the corporation with their response.

Any interested and qualified firm and/or party is requested to submit a sealed response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed. No reimbursement will be made by Dougherty County for any costs incurred prior to issuance of a formal Notice to Proceed should an award of contract result from this solicitation.

Dougherty County reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. Dougherty County reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

Documents are available at the Procurement Office, www.albanyga.gov, and the Georgia Procurement Registry. Submit all questions via email to jswilliams@albanyga.gov; cc: mtrotter@albanyga.gov and tewilliams@albanyga.gov; or fax questions to (229) 431-2184. Replies of substance will be in writing and made available to all potential proposers. Deadline for questions is **September 8, 2021** by 5:00 pm.

City of Albany,
Yvette Fields

Yvette Fields, CPPB, NIGP-CPP
Director

CENTRAL SERVICES

**DOUGHERTY COUNTY
PROCUREMENT DIVISION
ALBANY, GEORGIA
INSTRUCTION TO PROPOSERS**

These instructions will bind proposers to terms and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual proposal.

1. All bids should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
2. All requested information should be included in bid envelope. All desired information must be **signed** and included for your proposal to receive full consideration. **Failure to submit any required form will be cause for proposal to be rejected as non-responsive.**
3. All questions, inquiries and requests for clarification shall be directed to Procurement.
4. For multi-year contracts the following clauses pursuant to OCGA 36-60-13 apply: (1) The contract shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed; (2) The contract may provide for automatic renewal unless positive action is taken by the County to terminate such contract, and the nature of such action shall be determined by the County and specified in the contract; (3) The contract shall state the total obligation of the County for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and (4) The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the County.
5. Each bid or proposal shall be clearly marked on the outside of the envelope as a Sealed Bid whether using a County furnished envelope or other envelopes.
6. Proposal must be received and stamped by the Procurement Office before time stipulated in proposal documents. No responsibility will attach to any County representative or employee for premature opening of bid not properly addressed or identified.
7. If only one proposal is received, the proposal may be rejected and/or re-advertised, except in the case of only one known source of supply.
8. Proposals received late will not be accepted, and the County will not be responsible for late mail delivery.
9. Any proposal will be rejected that has a substantial variation, such as a variation that affects the price, quality or delivery date (when delivery is required by a specific time).
10. When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The County reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interests of the County to do so for the purpose of testing.
11. The unauthorized use of patented articles is done entirely at the risk of the successful proposer.
12. The ESTIMATED QUANTITY given in the advertisement is for the purpose of proposing only. The County may purchase more or less than the estimated quantity, and the vendor must not assume that such estimated quantity is part of the contract.
13. Prospective proposers are responsible for examining the location of the proposed work or delivery and determining, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.
14. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to the County or who has failed in any former contract with the County to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.

15. Reasonable grounds for supposing that any proposer is interested in more than one bid/proposal for the same item will be considered sufficient cause for rejection of all bid/proposals in which he is interested.
16. Unless otherwise specified the County reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of the County.
17. The County reserves the right to waive any minor discrepancies, reject any or all bids or proposals, and to purchase any part, all or none of the services, materials, supplies or equipment specified.
18. Failure of the proposer to sign the proposal or have the signature of any authorized representative or agent on the bid/proposal **IN THE SPACE PROVIDED** will be cause for rejection of the proposal. Signature must be written in ink.
19. Any proposer may withdraw his proposal at any time before the time set for closing of proposals. No proposal may be withdrawn without cause in the 60-day period after proposals are opened.
20. It is mutually understood and agreed that if any time the Procurement Office shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Procurement Office shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in bid/proposal. If after three working days of notification the conditions are not corrected to the satisfaction of the Procurement Office, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amount of such excess to the County on notice by the Procurement Office of the excess due.
21. Any complaint from proposers relative to the Request for Proposals or any attached specifications should be made prior to the time of opening of proposals, otherwise such complaint cannot be properly considered.
22. Contracts may be cancelled by the County with or without cause with 30-day written notice.
23. Dougherty County has an equal opportunity purchasing policy. The County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by the County programs. The County affirmatively works to encourage utilization of minority business enterprises in our procurement activities. The County provides equal opportunities for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, national origin, or handicap.
24. **All Corporations must provide a copy of the Secretary of State's Certificate of Incorporation**
25. The contractor shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. Contractor as well as any and all known subcontractors must possess or will be required to obtain a COUNTY of Albany Occupational Tax Certificate or Registration.
26. **Prior to submitting proposal, check website at www.albanyga.gov or call the Procurement Office at 229-431-3211 for any subsequent addendums.**

PROCUREMENT FORM – REVISED 3/28/18

**REQUEST FOR PROPOSALS
SPECIAL INSTRUCTIONS TO PROPOSERS
RFP #22-015**

1. **GENERAL INFORMATION:** Dougherty County Board of Commissioners is seeking professional services to design a comprehensive compensation and classification plan for Dougherty County. Dougherty County desires to maintain an internally and externally equitable, yet market competitive, classification and compensation plan. The compensation plan will be used to attract and retain high caliber employees.
2. **INSURANCE REQUIREMENT:** Successful vendor shall maintain insurance with companies licensed to do business in the State of Georgia acceptable to the County for the protection of the County and name it as an additional insured, against all claims, losses, costs or expenses arising out of injuries or death of persons whether or not employed by vendor, whether arising from the acts or omission, negligence or otherwise of vendor or any of its agents, employees, patrons, or other persons, and growing out of work being done by vendor on behalf of County, such policies to provide for a liability limit on account of each accident resulting in the bodily injury or death of not less than One Million (\$1,000,000) Dollars, a liability limit of not less than One Million (\$1,000,000) Dollars for each accident for property damage. Vendor shall also carry product liability insurance for personal injuries and/or death in the amount not less than One Million (\$1,000,000) Dollars for any one person. Vendor shall maintain a combined single liability limit of Five Hundred Thousand (\$500,000) Dollars, covering owned, non-owned, and hired vehicles. Vendor shall furnish evidence to the County of the continuance in force of said policies by providing copies of the policy to the Procurement Agent. A Certificate of insurance is not acceptable. The County's sole judgment shall control as to the sufficiency of the coverage.

Vendor shall furnish to the County satisfactory evidence that it carries Worker's Compensation Insurance in accordance with the laws of the State of Georgia.

3. **PROPOSAL RESPONSE:** All vendors/respondents should provide information as detailed in this RFP and any other pertinent information which will assist the Evaluation Committee in selecting the most qualified firm.
4. **Delivery of submittals:** One (1) original, one (1) electronic (PDF) and seven (7) copies of all submittals should be delivered to the address below:

CITY OF ALBANY
PROCUREMENT DIVISION
222 PINE AVENUE, SUITE 260
ALBANY, GEORGIA 31701
PHONE: (229) 431-3211

Submittals should be clearly marked on the outside as "RFP No. 22-015, Comprehensive Classification & Compensation Study"

Sealed responses may be hand delivered or mailed to the above listed address. Sealed submittals must be delivered in writing. Verbal responses are not acceptable. The City of Albany assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. If submittals are delivered by other than hand delivery, it is recommended that the

respondent verify delivery. Any submittal received after the specified time and date will not be considered and will be returned unopened to the firm.

5. **EVALUATION CRITERIA:**

Qualifications and Experience	35%
Project Methodology	30%
Timeline	10%
Pricing and Fees	10%
M/WBE Participation	5%
References	5%
Local Participation	5%

Award will be made to the responsible proposer whose proposal best meets the needs of the City of Albany as set forth herein. Proposers will be evaluated on the following criteria:

- **Qualifications and Experience:** Provide a brief narrative on the proposer's firm, providing a summary of the administration, organization, and staffing of your firm. Describe your experience and identify who the project manager or individuals who will be involved in this project. **Weight 35%**
- **Project Methodology:** Proposer should provide an estimated timeline for this project. Proposer should include the number of meetings anticipated and provide a work plan to describe the firm's methodology. **Weight 30%**
- **Timeline:** Proposer should provide an estimated timeline for this project. **Weight 15%**
- **Pricing and Fees:** Proposers must provide a breakdown of fees for each phase of the project including an itemization of all costs. **Weight 10%**
- **M/WBE Participation:** The County strongly encourages small business to participate in this RFP. All small business should provide the proper documentation stating their M/WBE status with your response. **Weight 5%**
- **References:** Provide a minimum of three (3) references for similarly successful projects including the name of the agency, contact name, telephone number and email address. **Weight 5%**
- **Local Participation:** Local firms that participate in the RFP will be eligible for points. **Weight 5%**

6. **SELECTION PROCESS:** A Selection Committee will review all proposals submitted prior to the deadline. Based upon the background information reported in the RFP, the Committee will determine whether the respondent is qualified or unqualified. The County reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses. Cost will not be the sole determining factor in selecting a firm. The selection committee will rank the qualified firms based on the data submitted. The committee may require each of these firms to make a formal presentation to the selection committee regarding its qualifications to perform the requested services. The top ranked firm(s) will be selected for final negotiations. Upon completion of negotiations and acceptance/approval by the Dougherty County Board of Commissioners, a formal contract agreement will be executed between the County and the Consultant.

7. **FORMS:** Submit with proposal an executed copy of Certificate of Non-Collusion, Governing Law & Venue, Drug-Free workplace, Indemnity, and Debarred Bidders Certification Forms (attached).

8. **GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT:** The successful contractor will provide certification that they are in compliance with the Georgia Security and Immigration Compliance Act, certifying that the provisions of GA Law, O.C.G.A 13-10-91, Chapter 300-10-1, per the Georgia Department of Labor, if applicable, have been complied with in full. Pursuant to O.C.G.A 13-10-90(2), all subcontractors entering into a contract or agreement for hire on this Project must be registered and participate in the Federal Work Authorization Program.
9. By submitting a proposal, the contractor certifies that it has read and understands this Request for Proposals and has full knowledge and willingness to comply with the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.
10. **LOBBYING:** All firms and their agents who intend to, or have submitted responses to this solicitation are hereby placed on formal notice that lobbying of Dougherty County Government officials, employees or members of the Evaluation Committee with the intent to manipulate the Procurement process may result in the immediate disqualification of such firm by the County from further consideration for this project.
11. **Termination for Convenience:** This contract may be terminated in whole or in part by the County with the consent of the contractor in which case the two parties shall agree upon the termination conditions, including the effective date in the case of partial termination, the portion to be terminated or by the contractor upon written notification to Dougherty County setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if in the case of partial termination, Dougherty County determines that the remaining portion of the award will not accomplish the purposes for which the contract was awarded, the County may terminate the contract in its entirety.
12. **Termination for Cause:** In the event that the contractor shall for any reason or through any cause be in default of the terms, conditions, or obligations of the contract documents, the County may give the contractor written notice of such default and terminate the contract. All terms, conditions, and obligations of the contract documents are considered material. The County may, in its discretion, provide the contractor an opportunity to cure the default, if curable, prior to termination. Unless a different duration is provided in the notice of default, the contractor shall have fourteen (14) calendar days to cure the default from the date such notice is mailed to the contractor, unless notification is by facsimile or personal delivery, in which case the opportunity to cure shall commence upon delivery of the notice. Upon failure of the contractor to cure the default the County may immediately terminate the contract effective as of the mailing or delivery of the default notice. If the County terminates the contract, the contractor shall remain liable for performance of all terms, conditions, and obligations through the date of termination. Termination by the County shall not constitute a waiver by the County of any other rights or remedies available to the County by law or contract.
13. Dougherty County reserves the right to accept or reject any and all responses and to waive technicalities as deemed to be in the best interests of the County.
14. Submit all questions via email to jswilliams@albanyga.gov; cc: mtrotter@albanyga.gov; and tewilliams@albanyga.gov or fax questions to (229) 431-2184. Replies of substance will be in writing and made available to all potential vendors/proposers.

Comprehensive Classification and Compensation Study
SCOPE OF WORK
RFP #22-015

PURPOSE:

The purpose of the Classification & Compensation Plan is to analyze operations and staffing and to review type, scope and level of work being performed. The plan should also include a performance-based component. The objective is to have a credible Classification & Compensation Plan that ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together; provides salaries commensurate with assigned duties; clearly outlines promotional opportunities and provides recognizable compensation growth; provides justifiable pay differential between individual classes; and ensures competitiveness with relevant labor markets. Prepare recommendations for compensation policies, including variable incentive pay options, to maintain competitiveness, reward employees, and ensure equity.

BACKGROUND:

Dougherty County lies roughly 100 miles north of Tallahassee, Florida, 101 miles south of Macon, Georgia, 84 miles southeast of Columbus, Georgia and has an approximate population of 87,956. The County government provides a range of services including public works, emergency medical services, jail, court services, solid waste disposal, library, police and other administrative governmental functions. Dougherty County employs approximately 650 employees in approximately 170 classified positions ranging from unskilled labor to professional staff.

Dougherty County strongly encourages Small and Disadvantaged Business firms to participate in this RFP and further urges that all proposal reflect inclusion of women and minorities.

SCOPE OF SERVICES:

The development of the Classification and Compensation Plan shall include, but is not limited to the following activities:

A. Classifications:

1. The Consultant shall examine current position descriptions, classifications and the provisions of applicable laws, regulations, and procedures governing the classifications.
2. The Consultant shall develop a comprehensive questionnaire to be completed by all employees. The Consultant shall meet with the County Administrator, Assistant County Administrator, Human Resources Director, department managers, supervisors, and employees to explain and distribute the questionnaires. The completed questionnaires shall be presented to the County Administrator, Assistant County Administrator, and Human Resources Director.
3. From the data collected, the Consultant shall provide written comprehensive position descriptions for each classification which shall include the following items: 1) a definition of the job class, 2) the essential functions of the job class, and 3) requirements of education, experience, knowledge, skills, abilities, and legally valid physical requirements in compliance with the American with Disability Act (ADA). The Consultant shall review each position description for accuracy and completeness and be responsible for the typing and production of the position descriptions. The Consultant shall develop and include in the proposal a plan, which outlines the methodology to accomplish this task.
4. Consultant shall identify management, supervisory, professional, technical, and general employees, including FLSA status (exempt/non-exempt).

5. Consultant shall draft and submit proposed position descriptions for review by the County Administrator, Assistant County Administrator and Human Resources Director.
6. Consultant shall finalize positions descriptions and recommend appropriate classification for each employee with County Administrator, Assistant County Administrator and Human Resources Director.
7. Consultant shall develop career ladders/promotional opportunities for each classification.
8. Consultant shall update organizational charts for all departments demonstrating supervisory and/or subordinate/reporting relationship.
9. Consultant shall evaluate and update existing Dougherty County Compensation and Classification Policy to include: components, scope, quantifiable factors (i.e. competitive wages, surveys, aging, etc.), and glossary of classification and compensation terms, concepts, and definitions and propose any recommended changes.
10. Consultant shall also include a performance management and evaluation program including a comprehensive evaluation form and rating system for implementation and train appropriate Human Resources staff in the job evaluation system and the administration of the pay structure.
11. The Consultant shall provide the final version of all class specifications in electronic format (i.e., MS Word) after approval.

B. Compensation:

1. Consultant shall conduct salary surveys, or utilize Dougherty County's survey completed in December of 2020, among competing jurisdictions as well as public and private organizations to determine competitive wages in the appropriate labor market(s) for each existing classification.
2. Consultant shall establish equitable salary ranges to provide for the recruitment and retention of qualified staff; equitable relationships of one job to another within the organization and address compression/equity issues between pay grades and classifications, recommend appropriate salary range for existing or proposed position based on the Classification Study and the compensation survey results.

C. Final Report:

1. The Consultant shall prepare a written report of recommendations, including discussion of method, techniques and data used to develop the Classification & Compensation Study. The Consultant shall provide all working papers, position questionnaires, survey data and related materials to the County Administrator, Assistant County Administrator and Human Resources Director and they will become the property of Dougherty County upon completion of the study.
2. The consultant shall develop and recommend an implementation plan for adoption of the proposed classification plan and salary adjustments to include and estimated impact; with options for a 3-year and a 5-year implementation.

3. The consultant shall develop an ongoing internal maintenance of the plan.
4. The Consultant shall provide written instructional information to allow Dougherty County staff to conduct individual audits and adjustments consistent with the study methods.

PROPOSAL FORMAT

Statement of Compliance By submission of a response to this RFP, proposer acknowledges full compliance with required specifications and all terms and conditions as detailed in the RFP.

Qualifications and Experience

1. Briefly introduce your firm, providing a summary of the administration, organization and staffing of your firm, including multiple offices, if applicable.
2. Provide an organizational chart indicating the positions and names of the core management team, which will undertake this engagement.
3. Identify the project manager and each individual who will work as part of this engagement. Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications and licenses, etc.
4. Describe the experience of the firm in the last sixty (60) months in performing consulting services in similar size and scope.

Project Methodology and Timeline

1. Provide an estimated timeline to complete the proposed work.
2. Include the total number and types of meetings anticipated by the consultant that will affect the various groups of the County (Human Resources, management team) during the course of the work including time for questionnaire completion.
3. Provide a work plan that must describe the firm's methodology, including a detailed project plan and time frames from the award date to completion. The strategies and methods by which the work is performed must be included in the proposal and detailed sufficiently to allow the County to determine compatibility of the approach to the County's overall goals.
4. Work plan shall clearly distinguish the firm's duties and responsibilities and those of the County. Absence of this distinction shall mean the firm is assuming full responsibility for all tasks.
5. Please submit a brief description of how positions will be evaluated to determine current duties and responsibilities.

Pricing and Fees

1. The proposals shall provide a breakdown of fees for each phase of the project including an itemization of all costs.
2. The proposal shall include an hourly fee schedule for additional services required for successful completion of this project but not specifically identified in this RFP or optional services that may enhance the County's benefit such as implementation.

References

1. Provide a minimum of three (3) references for similarly successful projects including the name of the agency, contact name, telephone and email address.
2. Include names and telephone numbers of persons whom the County can contact for references regarding the firm's past performance on similar projects.

M/WBE Participation

1. Provide documentation stating your M/WBE status with your response.
2. Provide documentation of your local business status by proof of business license and/or address to confirm your business operates within Dougherty County.

VIDEO CONFERENCING INSTRUCTIONS

Join Zoom Meeting

<https://zoom.us/j/95119173487?pwd=b0ZlamtOQVINSnJWOXByZjVHYjdxdz09>

Meeting ID: 951 1917 3487

Passcode: 653903

One tap mobile

+16465588656,,95119173487# US (New York) 13017158592,,95119173487# US
+(Washington DC)

Dial by your location

+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: 951 1917 3487

Find your local number: <https://zoom.us/u/ayuwXTpKZ>

****COMPLETE AND SUBMIT****

CERTIFICATION OF NON-COLLUSION

The proposer being sworn, disposes and says, _____

The proposer submitting this and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this RFP.

SIGNATURE (AUTHORIZED)

COMPANY NAME

TITLE

DATE

CITY OF ALBANY
BID FORM #0003

****COMPLETE AND SUBMIT****

GOVERNING LAW AND VENUE

Proposer agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Proposer further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

<hr/>	
SIGNED (AUTHORIZED)	COMPANY NAME
<hr/>	
TITLE	DATE

CITY OF ALBANY
BID FORM #0002

COMPLETE AND SUBMIT

INDEMNITY AGREEMENT

This indemnity agreement made and entered into in favor of CITY OF ALBANY (“ALBANY”), a municipal corporation, by_____.

WHEREAS, _____ has submitted a proposal to ALBANY so as to provide _____.

NOW, THEREFORE, as an additional consideration in ALBANY awarding the contract to _____.

_____ agrees to indemnify and hold harmless ALBANY, its agents, principals, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of any alleged negligence of ALBANY, its officers, agents, or employees in connection with said bid /award; provided this indemnity shall not extend to any damage, injury or loss due to ALBANY’s sole negligence or willful misconduct of ALBANY. _____ shall defend against all such claims and pay expenses of such defense, including reasonable attorney fees, and all judgments based thereon.

WITNESS THE HAND AND SEAL of the _____ pursuant to proper corporate authority ____ day of _____, 2020.

[CORPORATE NAME]

By: _____

Title _____

Attest: _____

Title _____

[Affix Corporate Seal]

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	
Address:	
Solicitation/Contract No.:	
Solicitation /Contract Name:	

CONTRACTOR AFFIDAVIT

I understand that the City of Albany may not enter into a contract with _____(Name of Corporation) unless it has registered and does participate in the Federal Work Authorization Program defined in O.C.G.A. § 13-10-90(2), to-wit" (2) "Federal work authorization program" means any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the **City of Albany** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with sub-Contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13- 10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of

Authorization (EEV/E-Verify Company Identification Number)

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.

Printed Name (of Authorized Officer or Agent of Contractor)

Contractor)

Title (of Authorized Officer or Agent

Signature (of Authorized Officer or Agent)

Date

Signed SUBSCRIBED AND SWORN BEFORE ME ON

[NOTARY SEAL]

Notary Public My Commission Expires: _____

Approved 10/23/2020